

CAES Laptop Integration – Student Guide

Central Avenue Elementary School

2019-2020

LAPTOPS

- All laptops are numerically labeled on the bottom with the laptop name and number.
- One laptop will be assigned to each student, after they return the “Borrower Responsibility Form.” This will be the only laptop that student will use, and students will be held accountable for their assigned laptop.
- During use, laptops must be on a desk or hard surface; never on a student's lap.

DAILY PROCEDURES

- Laptops will be removed from the cart when instructions are given: small groups of students will carry laptops (closed with two hands) to their desks.
- **Nonnegotiable** - Laptops will only be used with teacher supervision.
- Laptops will be returned to the cart to charge by the end of each day: small groups of students will carry laptops (closed with two hands) and place them in assigned slots and then plugged in.
- All devices must be returned to the cart before the class is dismissed.

USE AND TREATMENT

- Laptops will be treated respectfully at all times and never thrown, dropped, or treated roughly.
- Students will use laptops for assigned tasks and are prohibited from accessing unauthorized websites.
- Teachers and staff have the right to read or view anything on the screen at any time.
- Students are responsible for having headphones/earbuds with them each day.
- Students will report any visible laptop damage immediately to the teacher.
- Students are not allowed to alter the laptops without permission.
- **Nonnegotiable** - No food or drink allowed near the laptops.
- Students will follow all guidelines and rules according to the Network Acceptable Use Policy document.

MISBEHAVIOR CONSEQUENCES

- 1st offense - Warning
- 2nd offense - Parent contact by teacher and loss of computer use for the day
- 3rd offense - Minor infraction and loss of computer use for the week
- 4th offense - Referral and loss of computer use for an extended period of time
- Damage of any kind to the technology will result in an immediate referral, pending loss of computer privileges for the year. Intentional damage could result in legal action.